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## 10.0 Image Attachment, Viewing and Printing

These instructions are provided as a guide to image handling within the current system software. All images within the system are handled in the same manner, whether the image is (or will be) attached to the Client Face Sheet, the LOCET, the MDS-HC, or the Louisiana Plan of Care.

To attach an image to either the Client Face Sheet, the LOCET, the MDS-HC, or the Louisiana Plan of Care follow the steps noted in Sections 10.1 through 10.7.

### 10.1 Formats of Documents

Every electronic image is stored in a particular format. Documents which are scanned in the following formats may be retained in the system: .bmp, .gif, .tif, .jpg, .jpeg, and .png.

Most scanners are set to “pdf” format as the default. This means that unless you tell the scanner to scan in another format, it will scan into pdf format. Scanners today have a variety of formats available to the users. The following instructions will serve as a guide for the user to access acceptable formats for attachment of documents into the system.

It should be noted that the intent of these instructions is NOT a mandate to the system users in OAAS Regional Offices to change anything they are currently doing to manage documents within their offices. The instructions are meant to inform you of the availability of new enhancements so that you can make an informed choice as to how you wish to handle document storage. Contracted agencies should consult with OAAS to determine the best method of document storage for their processes.

The system accepts .bmp, .gif, .tif, .jpg, .jpeg, and .png formats. A couple of these formats (.tif and .jpg) are usually available on most scanners by use of the “Options” button on the display panel.

These instructions will detail one manner in which the .tif and .jpg formats may be accessed. You may find another, shorter method of operation as you familiarize yourself with these functions.

## 10.2 Accessing .tif and .jpg formats from a scanner / fax machine

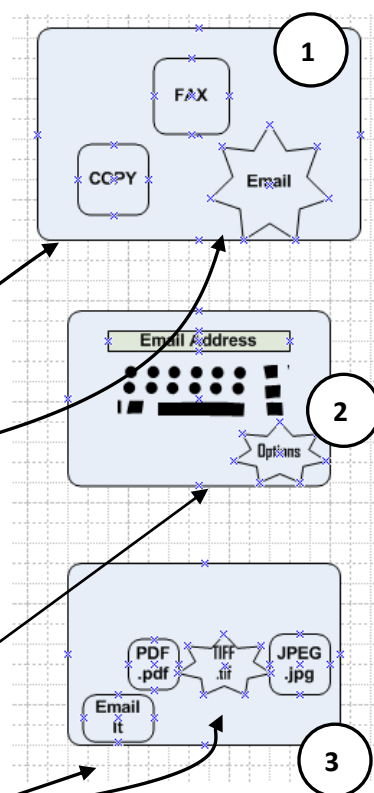
These instructions are given based upon the equipment which is currently available in the Office of Aging and Adult Services.

The main screen on the scanner / fax machine shows the buttons in diagram 1.

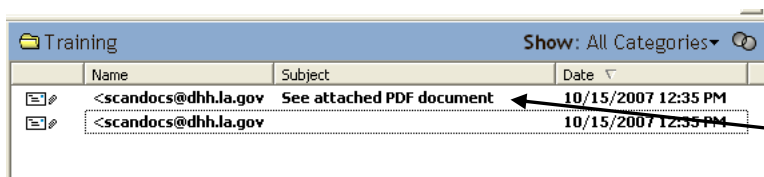
Choose “Email.”

The next screen will display a computer keyboard configuration and, among other items, an “Options” button, usually in the lower right portion of the screen. Enter the email address in the space provided, either by use of office shortcut, or manually. Then press “Options” as shown in diagram 2.

The next screen visible to the user will display the different formats the equipment is capable of producing. Diagram 3 shows this machine capable of producing PDF, TIFF and JPEG formats. Choose TIFF (.tif). Then press “Email it.”



## 10.3 Retrieving the formatted document



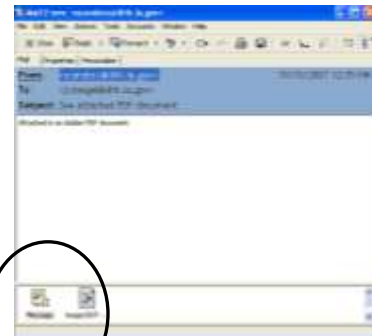
	Name	Subject	Date
	<scandocs@dhh.la.gov>	See attached PDF document	10/15/2007 12:35 PM
	<scandocs@dhh.la.gov>		10/15/2007 12:35 PM

Since the document was formatted and emailed, it will be shown in the destination email mailbox. A subject line which refers to a “PDF document” may

be ignored. Many scanners have this phrase set as a default subject line. It does not mean that the .tif document you scanned is shown in .pdf format.

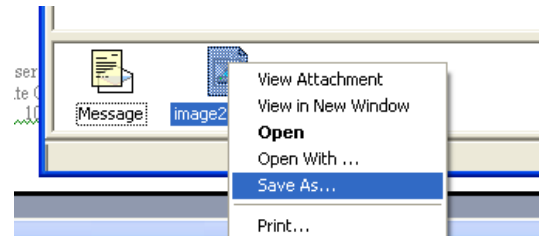
As seen in the second entry above, the document email may not have anything in the subject line.

Double-click the email to open it. The .tif document icon will be shown as an attachment.



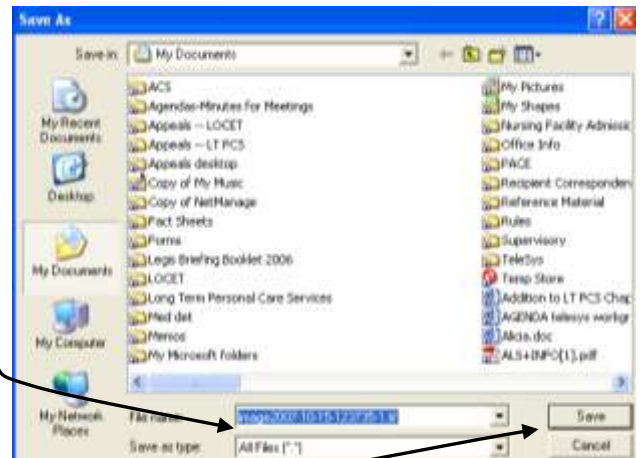
## 10.4 Saving the .tif document

Right-click on the .tif document. Choose “Save as...”



It really does not matter where the .tif document is saved, but it does matter that you remember where it is. This document will be saved in “My Documents” folder.

I will rename the document at this point by typing the new name for the document in the space shown. Always leave the “.tif” at the end of the name.



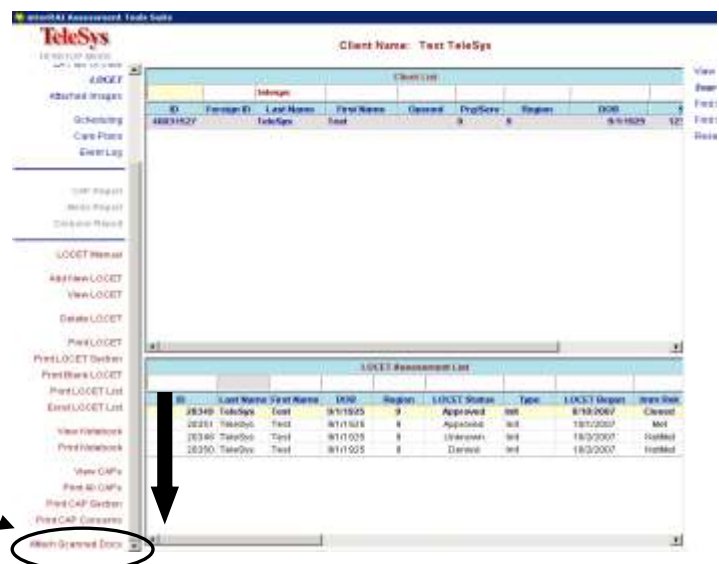
Now click “Save.”

## 10.5 Locating the electronic file where the document will go

Query the system for the client’s record where the document will reside.

Scroll down on the left side of the screen to view the “Attach Scanned Docs” button.

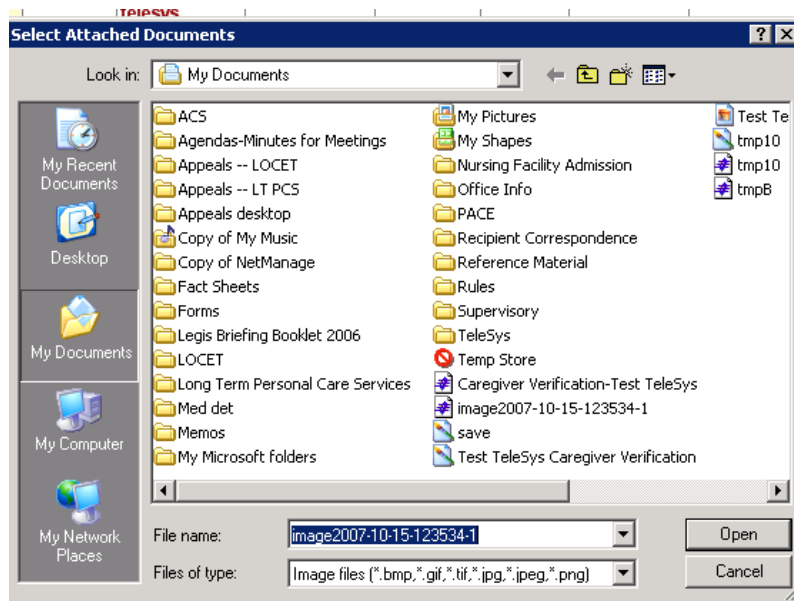
Click “Attach Scanned Docs.”



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All prior versions are obsolete

**Reader’s Key:** There is no corresponding section to the Nursing Facility version of this manual.

## 10.6 Attaching the document

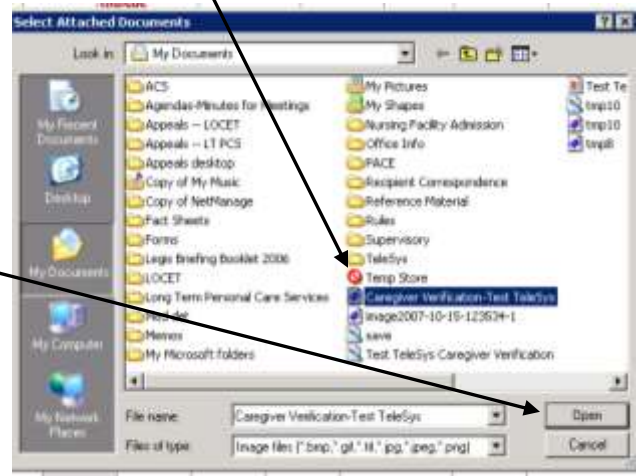


After clicking the “Attach Scanned Docs” button, “My Documents” opened. I remember that this is the folder where the document was saved.

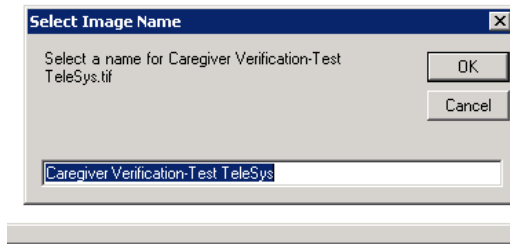
If it was not the correct folder, I would need to browse until I located the correct folder.

Select the correct document to attach to Test system’ file.

Then Click “Open.”



The system will then ask if you wish to rename the document. Since this example document was renamed earlier, it will not be renamed again. If you wish to rename it, simply type the new name in the highlighted area. A file extension (.tif) does not need to be added to the name at this point.

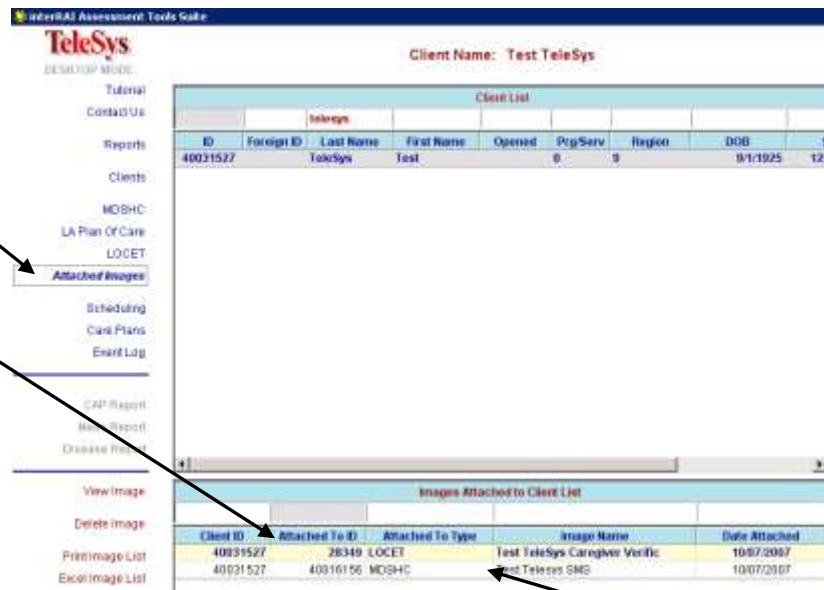


Then click "OK."

The document is now attached.

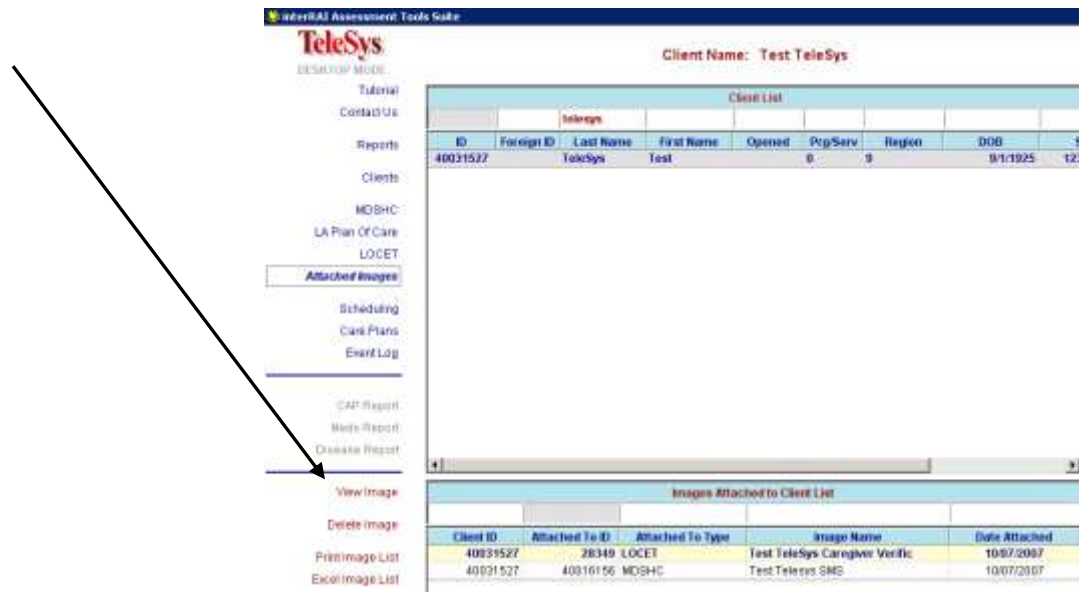
## 10.6 Viewing an Attached Image in the system

Once a client is selected, click "Attached Images." All the scanned images for that client are shown together in the Image Listing.



The user is able to tell where each image is attached by viewing the column "Attached to Type." The information here shows that there is an image named, "Test TeleSys Caregiver Verific" attached to Mr. TeleSys' LOCET, and an image named "Test TeleSys SMS" is attached to Mr. TeleSys' MDSHC.

To view either of these images, select one and then press “View Image.”



Once the image is opened, the navigation buttons at the bottom of the screen will then allow you to manipulate the image as needed. The most commonly used buttons are numbered on the following page.





1 Page navigation, backward and forward. Also may take you to the first or last page of the image.

2 Magnification

3 Page rotation: clockwise and counterclockwise

4 Page navigation, backward and forward. Only one page “turns” per click.



5 The buttons shown within this oval are designed for annotating the image. It is not recommended that system users employ these functions because the image will need to be saved again and reattached in order for the annotations to remain on the image.

6 Printing

## 10.7 Deleting an Image

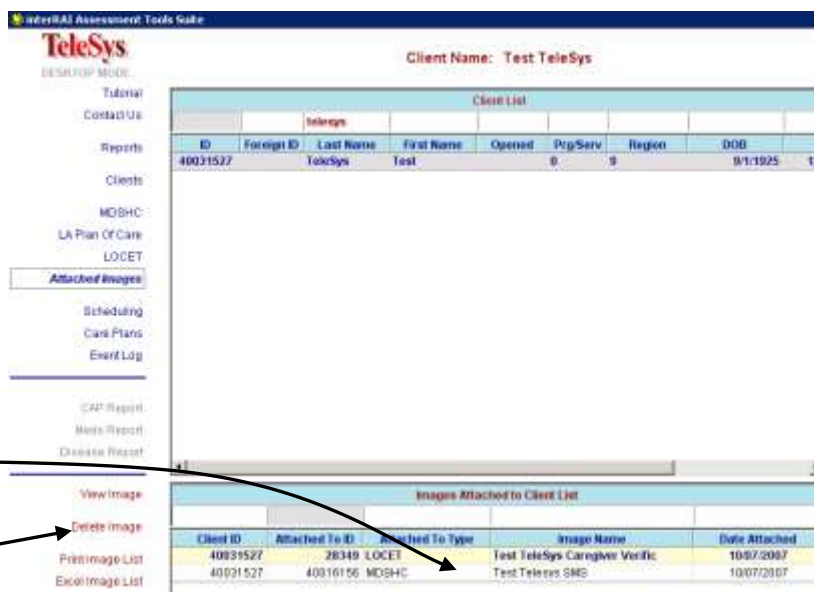
Rarely, a user may find that an image is mistakenly attached to the wrong client file. If this occurs, the incorrectly placed image must be printed, deleted, rescanned and attached to the correct client file.

For instance, if the “Test TeleSys SMS” is opened and found to belong to Mary Smith instead of to Mr. Test TeleSys, the user must do the following:

1. Open the incorrectly placed document.

2. Print the document.

3. Delete the image by selecting it in the image list and pressing “Delete Image.” This will remove it from the system file.



4. Now scan the image and follow the instructions found in Sections 10.2 through 10.6 to reattach the document to the correct file in the system.